

# **STANDARD OPERATING PROCEDURES**

Washington County Tactical Range  
25 Greaves Road #219  
West Alexander, PA 15376

12-Oct-2023  
Revision 22

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# Washington County Tactical Range / Standard Operating Procedures

## CHAPTER 1

### *Preamble:*

Washington County Tactical Range is committed to promoting safe recreational gun shooting and to encourage safe handling of firearms.

Washington County Tactical Range provides an open-range shooting concept adaptable to various shooting activities. The shooting areas are located in a rural setting separated from residential areas.

This document provides the standard operating procedures (SOPs) for the entire range.

### *Purpose of the Range:*

Washington County Tactical Range is primarily intended for recreational shooting by its members, guests, and the invited public. The range is also used for specialized shooting events that are organized by the range. **SAFETY shall be the governing consideration at all times.**

## CHAPTER 2

### *Authorized Uses and Operations of the Range:*

#### **General**

Washington County Tactical Range operates the range for the safe enjoyment of target shooting by its members and guests.

The Range Officers, under the direction of the Range Safety Officer, and the staff of Washington County Tactical Range have the responsibility for the administration and safe operation of these ranges. All members are required to follow all safety rules and to ensure their guests act in a responsible manner.

#### **Range Usage**

Overall range availability is at the discretion of the Washington County Tactical Range.

Normally, live fire recreational shooting for all members and guests takes place 10:00 A.M. to 10:00 P.M. Monday to Saturday and 1:00 P.M. to 10:00 P.M. on Sunday. Range classes or authorized special events may fall outside these designated shooting times.

The Range is under the control of the RSO when present.

All decisions as to Range operation and safety are at the discretion of the RSO who are required to follow the guidelines put forth in these SOPs.

The RSO has the authority from the Washington County Tactical Range to shut down the Range if they deem it necessary.

In extreme cases, such as an accident or an unruly person as defined in these SOPs, ANY MEMBER may shut down the Range and the proper authorities (911 / Fire & Rescue Squad / Donegal Police) may be notified if necessary. Washington County Tactical Range CSRO Tredd Barton should also be notified as soon as possible at 724-249-5112.

If you are using the range after sunset and before 10:00 pm, it's recommended (but not required) you send a text message or call 724-249-5112 to inform us of low-light shooting. This is due to the neighbors contacting us about late night shooters, which we then have to come out and verify everything is okay.

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### **Range Membership Requirements**

The only requirement to be a range member is you must be 18+ years old. Members may add their 16 and 17-year-old children to their membership for \$50 each, however the “Child Members” are not full members and must be accompanied by an 18+ year old member at all times. Child members may not bring guest nor are allowed to shoot by themselves. Once a child reaches 18 years old, they can no longer be added as a child member on the next renewal date and must apply for full membership.

### **Range Membership Fees and Renewals**

Current membership fees:

- Initiation Fee for new members: \$97.50
- Yearly membership fee: \$97.50
- Spouse and children (16 & 17 years old) are \$50.00 apiece
- Lifetime membership: \$1,500.00 plus initiation fee if applicable.
- Adding spouse to Lifetime membership: \$750.00
- Renewal Late Fee: \$50.00

Notes: Any member who does not pay their yearly renewal fee within 60 days after their due date will have their membership revoked. They can re-apply at a later date; however, there will be a \$50.00 re-initiation late fee along with their \$97.50 renewal fee.

### **Sign-in Sheet**

Members, and guests, are required to sign in before getting any equipment out of their vehicles. Please print clearly your name and range ID number. ONLY mark down what ranges you will actually be using.

### **Guest Policies**

Members are limited to one free guest per month; however, “Child Members” are not allowed guests. If your spouse has been added to your membership, they too can bring one guest per month.

All guests must be accompanied by their member host at ALL TIMES. Guests are not allowed to wonder the range without their host.

Guests are allowed to use the range twice a year.

Guests must email or text a copy of their driver license or state ID before using

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the range. No information may be blacked out of the picture. Picture must be of high enough resolution to be able to read all info. It is recommended that the guest ID is not sent until the day of their visit due to once you send the ID; they are logged as your guest for that month whether or not they actually arrive at the range.

There is no such thing as a non-shooting guest. Any non-member on the range is considered a guest.

Guests, like members, are required to sign in before getting any equipment out of their vehicles. In the range ID column, guest should put the range ID number of their host with the letter "G" beside it, for example, if range ID 0101 had a guest, the guest would sign in as "0101G".

Range members may bring additional guests per month at a cost of \$25 per additional guest for a one-day pass. Pre-approval is required before arriving at the range. Cash or check will be deposited into the range safe beside Parking Lot 1 bulletin board before paying guest signs into the log book. Payment must be put in an envelope with the date and range ID number written on the envelope.

### **Off-Limit Areas to Members**

The following areas are off limits to range members:

- Down range of the AR Range, 22LR Range, Bunker Range, 100-Yard Range, and 300-Yard Range.
- The Conex box / Shipping Container area near 50-Yard Range because of this area has a live video-feed security system.

### **Gun Transfers**

You can tell sellers our FFL license can be found on the bottom left of our website. We can also pick up your firearm purchases from Cabales for a \$25 fee. Transfer fees still apply.

- \$10 Transfer fee for life members
- \$20 Transfer fee yearly members
- \$35 Transfer fee non-members

\*\* Additional firearms transferred at the same time are ½ price.

### **50-yard Range Rental**

Range members can rent the 50-yard range for \$100 for exclusion use of 50-yard range per 2 hours with up to 10 non-member guests. Guests are not

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permitted to use other ranges or to wonder around other ranges. The 50-yard Range Rental is not available on Saturdays during Machine Gun Rental Season normally from April 15<sup>th</sup> to Oct 31<sup>st</sup>. Your guests in this case are still required to sign the log-in sheet with a letter "G" beside your member ID.

### **Member Machine Gun Rentals**

Every Thursday from May 1st to Nov 1st, members may rent machine guns from Washington County Tactical Range's parent company WCMG LLC with the following exceptions: All belt-feds, Glocks, BAR, Breta-37, MP5-10mm, STEN 4 & 5, FAL L1A1, Kriss Vector, MAC-10, MP-40, Degtyaryov (DPM), and Mini Uzi. Note: List may change without notice. Rentals are for one hour. Rental cost for M16's are \$50/hour and all other MGs are \$75/hour.

#### **Rental Rules:**

- Members must contact us no later than Friday beforehand to schedule a Thursday rental. A non-refundable credit card payment will be taken over the phone for the rental during scheduling. We will need to know what rental time and what MG you want during scheduling.
- Rentals are every Thursday from 10:00 am to 8:00 pm.
- Only active range members who also rented a MG may be present. No guests allowed.
- Members are allowed to shoot other rental MG's as long as they themselves rented a MG.
- WCMG will provide one magazine per MG. This allows the MG to cool between loading the magazine. Members may NOT bring additional magazines.
- The member provides the ammunition with these stipulations:
  - Must be from a major manufacturer in sealed factory box with exception for bulk packaging.
  - Must be Full Metal Jacket (FMJ).
  - Must have brass casings with an exception for Russian calibers.
- If a MG fails to perform within reasonable reliability, the member should immediately contact a range RSO to have a replacement MG delivered. Your rental hour time will restart at the time of the delivery of the replacement MG. If no replacement MG is available, member has the option to reschedule a rental at a future date or request a refund.

### **Non-sanctioned commercial activity**

Written pre-approval is required for any commercial activity. Examples are classes that students pay to attend (even single student training), the creation of videos for commercial social media sites such monetized YouTube channels, paid photographer shoots, etc. If you are unsure if your planned activity is



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allowed, ask beforehand.

### Medical Kits

There are medical kits at most ranges in the white-painted ammo cans. If you ever use anything out of the kit, contact CRSO Tredd Barton so we can replace it with a new sealed kit.

### Range Requirements

Range members may use the ranges even when a RSO is not on duty.

No one under 16 is ever permitted on the property including the parking lots.

Members are required to sign in before getting any equipment out of their vehicles.

### Official Letters of Reprimand, Member termination, 30-day bans

Violation of any rule will minimally result in a reprimand. The level of reprimand is solely decided by the officers of the range. The 3 possible reprimands are:

- Letter of Reprimand for minor infractions. Multiple letters of reprimand within a 12-month period may result in your membership being terminated.

Example: Throwing trash on ground. Not picking up your brass.

- 30-Day Ban. After the 30-day ban, the member will be required to attend another Range Orientation and pay a \$15 reinstatement fee. Members under a 30-day ban may not be guests of members or attend Tuesday club night.

Examples: Not sending guest's ID's before they sign into log-in sheet. Not having guests sign the log-in sheet. Not putting your range ID number when you sign the log-in sheet. Incorrectly checking what ranges you will be using that day on log-in sheet.

- Termination of Range Membership. This is a lifetime ban from the range including as a guest of members, Tuesday club night, and classes.

Examples: Bringing non-paper targets onto the range. Your rounds not impacting dirt backstops. Unsafe behavior that endangers other shooters. Shooting anything you should not be shooting, e.g., wildlife, signs, breach door, bridges, shooting tower, shipping containers, storage

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magazines, etc. Shooting outside posted hours.

### Targets

Only paper targets are allowed to be brought onto the range. When placing targets on the target stands, be sure the target placement will not impact the stand frames.

### Range Closures

The Range will be closed for all shooters for special events approved by the Washington County Tactical Range. Closures will normally be posted 30-days in advance in the bulletin boards and on our website.

Range is always closed on Easter day and Christmas day.

From April 1st to October 31st, the 50-yard range is closed every Saturday for public machine-gun shooting.

### Ranges and Shooting Areas

#### 1. 100-foot Pistol Caliber Range

Pistol calibers only. No machine gun firing. Members are allowed to move and shoot, do weapon transitions, holster drawing, etc. The following calibers do NOT qualify as pistol calibers: 5.56, 223, 7.62x39, and FN 5.7x28 as well as any rifle caliber. All targets must be positioned so that shots impact the dirt backstop. Keep a minimal of 50' away when shooting at metal targets. Once you are done shooting, move all targets, drums, 9-hole obstacles off to the side of the range and clean up any brass, garbage, targets, etc. from your visit.

#### 2. 50-yard Anything Range

No limitations on weapon, caliber, or rate of fire. Members are allowed to move and shoot, do weapon transitions, holster drawing, etc. All targets must be positioned so that shots impact the dirt backstop. This is the only range that shotguns and machine guns are permitted. NOTE: From April 1st to October 31<sup>st</sup>, this range is closed every Saturday for public machine-gun shooting.

#### 3. 140-yard AR Range

AR-15's chambered in 223 Rem or 5.56 NATO only. No machine gun firing. Members are not allowed to move and shoot, not allowed to do weapon transitions, not allowed down range.

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### 4. 30-foot Quick Draw Range

Handguns only chambered in a pistol caliber. No machine gun firing. Members are allowed to move and shoot, holster drawing, etc. FN 5.7x28 does qualify as a pistol caliber on this range. All targets must be positioned so that shots impact the dirt backstop. No rifle calibers allowed.

### 5. 100-yard Sight-In Range

Rifles only. Any caliber allowed. No rapid fire. Precision shooting only. No one is allowed down range. If sighting in your rifle, start at 10 yards, then 50 yards, then 100 yards. Before leaving the range, move the target holder back to under the roof. Your target must be placed on the bottom section of the target holder. Maximum target size of 12"x12". **Guests are not permitted to use this range. IF YOU SHOOT** above the line where your target goes, you must immediately report it to us including texting us a picture of your bullet holes.

### 6. 140-yard 22LR Range

22LR Rifles only. No one is allowed down range for any reason. Shooters can only target preplaced metal targets.

### 7. 300-yard Steel Range

Rifles, scoped handguns, and 40mm launchers allowed. No machine gun firing. No one is allowed down range for any reason. Shooters can only target preplaced metal targets. Calibers up to and including 458 SOCOM may be used with exceptions for Magnum calibers. Black powder rifles up to 54 caliber are allowed. Few examples of calibers that are **not** permitted: 338 Lapua, 50BMG, 300 Winchester Magnum, .300 Weatherby Magnum, etc. **ASK** about your caliber before using it if you have any question about that caliber.

### 8. 140-yard Bunker Range

Rifles only. No machine gun firing. Shooters can only target preplaced metal targets. Allowable Calibers: 5.56, 223, 308, 7.62x51, 7.62x39, 5.45x39, 30-06, 7.62x25, 30 carbine, 5.7x28, 22LR, 303 British, 300 AAC BLK, and all pistol calibers. No one allowed down range.

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### Range Limitations and Safety Requirements

Shooters will:

- a. Always follow the 5 rules of firearm safety:
  - Treat every gun as if it were loaded.
  - Always point your gun in a safe direction.
  - Never point your gun at anything you don't intend to shoot.
  - Keep your finger off the trigger until you're ready to shoot.
  - Be sure of your target and what's beyond.
- b. Always ensure NO ONE touches any weapons for any reason when someone is down range.
- c. Always obey the cease fire command from anyone on the range.
- d. Always pick up your brass and police any garbage including used paper targets.
- e. Always ensure movable targets are positioned so that shots impact the backstop.
- f. ONLY bring paper targets to range. No other targets are permitted to be brought onto range.
- g. Always ensure that any animals are NOT harmed in anyway.
- h. Always ensure to report unsafe behavior immediately by calling Chief Range Safety Officer at 724-249-5112.
- i. Only fire authorized firearms and ammunition for the range they are using.
- j. Only fire at authorized targets. Firing at cans, bottles, printers, signs, etc. is strictly prohibited except for special event days.
- k. Always ensure that all projectiles impact designated areas and stay within the established Range safety limits.
- l. Always wear ear and eye protection at all times while at the range, even when not actively firing a weapon.
- m. Always obey all commands of a RSO when on duty.
- n. Always ensure NO ONE under 16 is part of your group.
- o. Always ensure NOT to use any range when "Range Closed" sign is up for range maintenance.

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### **Alcoholic Beverages and Drugs**

Washington County Tactical Range operates under a zero-tolerance policy. Alcoholic beverages and drugs are strictly prohibited on the property. Anyone observed using them or deemed to be under their influence is not permitted to use or remain on the Range and the person(s) involved will be reported to the RSO or CRSO.

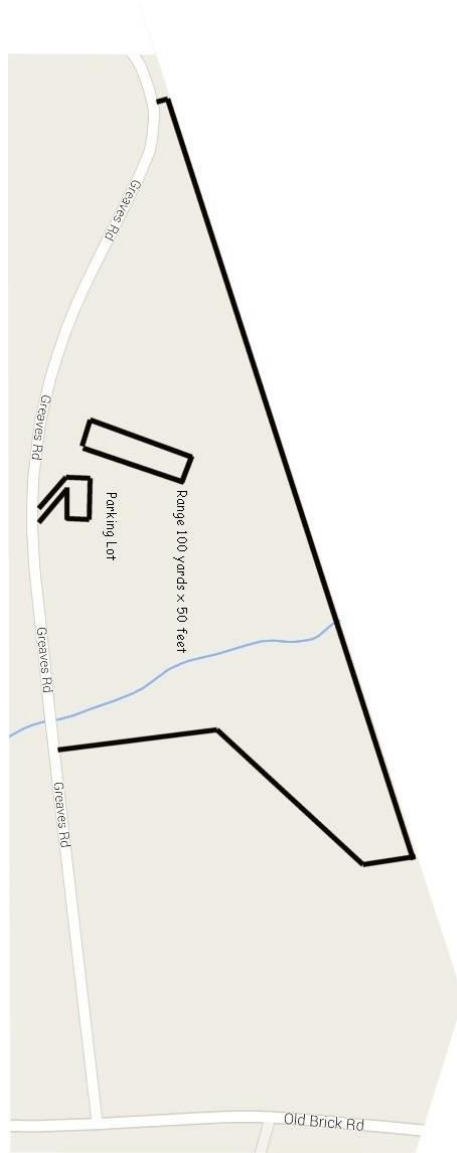
## **CHAPTER 3**

### ***Range Officers***

The range is administered by Washington County Tactical Range (aka WCMG LLC) and Chief Range Safety Officer (CRSO) Tredd Barton.

## CHAPTER 4

### *Schematic Layout of the Range*



## CHAPTER 5

### *Rifle and Pistol Range Rules*

#### **Firearm Safety Rules**

- Treat every gun as if it were loaded.
- Always point your gun in a safe direction.
- Never point your gun at anything you don't intend to shoot.
- Keep your finger off the trigger until you're ready to shoot.
- Be sure of your target and what's beyond.
- Be sure the gun is safe to operate
- Know how to use the gun safely
- Use only the correct ammunition for your gun
- Wear appropriate eye and ear protection
- Never use alcohol or drugs before or while shooting. Range has a zero-tolerance policy regarding alcohol on the property.
- Store guns so they are not accessible to unauthorized persons
- Be aware that certain types of guns and shooting activities may require additional safety precautions.

#### **General Range Rules**

- Know and obey all Range rules
- RSOs are responsible for all operations of the Ranges. Obey all of their commands or those assigned to help them. If no RSO is present, members are responsible for the operations of the range they are using.
- Know where all persons on the range are at all times.
- Shoot only at authorized targets.
- Do not handle a firearm or stand on the firing line where firearms are present while others are downrange.
- **Stop shooting immediately upon the command "Cease Firing".**
- Follow hygiene guidelines by minimizing exposure to airborne particulate lead (clean hands and clothes) and limit the presence of pregnant women.
- Ear and eye protection are mandatory for all shooters and guests.
- Each shooter may have more than one firearm at a time available at their firing point. Firearms not in use will be cleared of all ammunition with the actions open or effectively blocked, or otherwise made safe. Holstered firearms are exempt from this rule.
- All firearms carried from the parking lot to the individual ranges must be unloaded except for holstered firearms.



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### **Site Specific Rules**

#### Permitted:

- Firearms up to and including 50 BMG.
- Black powder rifles, muskets, and pistols up to 54 caliber.
- Any size shotgun, however only on the 50-yard range.
- NFA items including MGs, SBRs, SBSs, AOWs, DDs, and Suppressors / Silencers.
- Any size magazine.
- Shotguns firing rifled slugs or sabots.
- Grenade Launchers up to 40mm shooting chalk / marking rounds.

#### Not permitted:

- Tracer, Incendiary, armor piercing, flares, dragon breath shotgun shells, explosive ammunition, or any ammo that can start a fire.
- Shooting at unauthorized targets (cans, bottles, wildlife, etc.)
- Loaded firearms carried on or off the firing line except for holstered handguns.
- Dry firing, practice drawing, or aiming behind the firing line.
- Cannons or mortars
- Any weapon larger than 50 caliber with exceptions for black powder, Grenade Launchers, and shotguns.
- Flamethrowers
- “Grenade Launcher” ammo other than chalk / marker rounds.

### **Administrative Rules**

#### Parking

- All users of the Range must park in one of two parking lots.
- If a member is the last one to leave the parking lot 2, lock the gate behind you.
- We remove the lock from parking lot 2 once freezing weather arrives due to the lock freezing shut, so members should just wrap the chain around the gates to give the appearance of it being locked.

## CHAPTER 6

### *Environmental Management Plans*

#### **Lead**

- Washington County Tactical Range realizes the many benefits of having a sound lead management system including:
  - our continuing stewardship of the environment, natural resources and the wildlife that calls our range home.
  - improved community relations.
  - improved aesthetics of the range/good business practices.
  - increased profitability through recovery/recycling lead, a valuable and finite resource.
  - reduced public scrutiny.
- We follow the “Best Management Practices for Lead at Outdoor Shooting Ranges” manual published by the United States Environmental Protection Agency, recently revised in 2005.
- Currently we are on a 10-year testing plan with our first round of lead testing slated for 2025. The results of those tests will determine, if any, what best practices should be adopted and implement for the best management practices for managing lead at our facility.

## CHAPTER 7

### *Range Commands:*

#### **"Range is hot"**

This means that shooters may handle their firearms on the firing line. They may also handle their firearms in the ready area provided the actions are open or otherwise made safe. Load only on the firing line. At all times the 5 basic safety rules must be observed.

#### **"Range is cold"**

This means that the range is closed with respect to handling any firearms either on the line or in the ready area. All firearms are to be cleared; magazines removed, actions open or made safe. Long guns must be racked. Hand guns may lay on the bench with the action exposed for verification by an RSO. All shooters after benching their firearms must step back from the firing line.

Firearms may only be transported between a range and member's vehicle when a range is cold and there is no one downrange.

#### **"Commence firing"**

This command should be given by the Duty RSO after the range is declared hot. It informs the shooters that they may begin firing at authorized targets.

#### **"Cease fire"**

Whenever this command is given all shooters must immediately stop shooting, remain in position with the firearm pointed in a safe direction, and wait for further instructions.

**NOTE: This command may be given by anyone who observes an unsafe condition on the range.**

## CHAPTER 8

### *Emergency Procedures*

#### **Emergency Response Sheet/Checklist:**

**Emergency Response Sheet/Checklists are located in Appendix A of this SOP.**

Place the date of the emergency as the Effective Date:

Check off each step in the checklist as it is completed. If an item on the checklist is not applicable to the emergency situation, check it off and note “NA” to indicate it was not overlooked.

#### **Injury Report Form:**

**Injury Report Form is located in Appendix B of this SOP.**

Designate one of the RSOs to initiate the Injury Report Form and keep notes on what is occurring with times.

Fill in the DATE and TIME on the cover sheet. The same DATE and TIME should be reflected in the “Date of Injury” and “Time of Injury” boxes on page 1 of the Injury Report Form.

Fill in every box on the Injury Report Form. If there is no information available for a particular box or the box is not applicable to the event, indicate so in the box to indicate it was not overlooked.

Identify any witnesses to the event, provide them with a “Witness Statement”, and request that they fill it out in as much detail as possible.

Collect “Witness Statements” and attach them to the Injury Report Form when completed.

**Witness Statements are located in Appendix B of this SOP behind the Injury Report Forms.**

#### **Accidents:**

Minor accidents - Cuts, sprains, dislocations, etc.

Administer first aid as required.

Major accidents: - Heart attack, choking, broken limb, gunshot wound, etc.

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1. Duty RSO should close down the Range (Take charge of the situation)
2. Administer first aid (Render aid)
3. Call 911 to report accident (Call for help). If no cell phone is available, the gas station at Exit 1 has a phone. NOTE: Your 911 call may be routed to WV 911 call center, immediately tell them you need the Pennsylvania 911 call center.
4. Station people to direct emergency vehicles to the Range.
5. The closest hospital is 20 minutes at:  
  
Wheeling Hospital  
1 Medical Park  
Wheeling, WV 26003
6. The President, Chief RSO, and the Washington County Tactical Range should also be notified as soon as possible.

### Unruly Persons:

For the purposes of these SOPs, an unruly person is anyone who refuses to follow the commands of an RSO.

Move from top to bottom on this list depending upon how the situation develops:

1. Order the person off the Range Complex and report his/her name to the Chief RSO.
2. Close down and secure the Range Complex and evacuate the area.
3. Notify the Donegal Police and request assistance.

### Weather:

In the event of severe weather that could endanger the lives of shooters and spectators, the RSO should close down the Range and evacuate the area. The RSOs will decide what to do if the weather clears. If no RSO is on duty, then shooters will themselves decide if the range should be closed.

### Firearm Stoppages and Malfunctions:

Any firearm stoppage or malfunction can cause serious safety problems if

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not handled correctly. All shooters need to be prepared for these occurrences.

Definitions:

Stoppage - an unintentional interruption in the operational cycle of a firearm.

Examples: Bolt fails to lock cartridge in position, a stove pipe in a semi- automatic pistol, double feed, failure of a cylinder to rotate in a revolver, etc.

Malfunction - failure of a firearm to function as designed or to fire satisfactorily.

Two categories:

Firearm malfunction like a broken sear or firing pin

Ammunition malfunction like a misfire, hang fire, squib load

Shooters should consider any stoppage or malfunction as a major safety hazard and should know the difference between the two.

There are eight basic steps in the operating cycle of a firearm and a stoppage can occur in any one of the steps. The eight basic steps are:

1. Feeding: The face of the bolt makes contact with the base of the cartridge at the top of the magazine and pushes it toward the chamber.
2. Chambering: The bolt continues forward and pushes the cartridge into the chamber.
3. Locking: As the bolt continues forward, the locking lugs move into the locking recesses in the barrel, locking the cartridge into the chamber.
4. Firing: The trigger is pulled to the rear causing the firing pin to strike the primer and fire the cartridge.
5. Unlocking: As the bolt moves to the rear, the locking lugs rotate out of the locking recesses.
6. Extracting: As the bolt moves rearward, the extractor withdraws the

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cartridge case from the chamber.

7. Ejecting: As the face of the bolt passes over the ejector, the case strikes the ejector and is kicked outward through the ejector port.
8. Cocking: As the bolt moves rearward, the firing pin moves into a cocked position.

Note: These are the eight basic steps of a firearm operational cycle but not all firearms follow these steps in exact order. For example, revolvers do not extract and eject between shots.

If a shooter experiences a malfunction where the firearm fails to function as designed, the cause will be due to the firearm itself or the ammunition.

A malfunctioning firearm must be unloaded and removed from the firing line. An example of a malfunctioning firearm is a semi-automatic rifle that doubles, i.e. fires two rounds when the trigger is pulled. Such a gun is a hazard on the range and the owner should be advised to take the gun to a qualified gunsmith.

Ammunition malfunctions can be classed as:

Misfire where a cartridge fails to fire after the primer is struck by the firing pin

Hang fire where there is a perceptible delay in the ignition of the cartridge after the primer has been struck by the firing pin.

Squib load where there is less than normal pressure or bullet velocity after ignition of the cartridge.

Normal procedure for handling misfires or hang fires is to:

Keep the gun pointed downrange (safe direction)

Wait at least 30 seconds in case it is a hang fire and at least two minutes in the case of muzzleloaders before attempting to unload.

Normal procedure for handling squib loads is to:

Stop firing immediately

Keep the gun pointed downrange

Unload the gun -- make sure the chamber is empty

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Insert a cleaning rod down the barrel from the chamber end (if possible) to make sure the bullet is not lodged in the barrel.

All shooters must be particularly vigilant to observe any gun malfunctions, stoppages, or ammunition malfunctions and be prepared to move to the shooter's aid.

Remember throughout the entire process of stoppages and malfunctions to adhere to the three NRA rules of safety.

Problems with the normal operation of a firearm pose special safety conditions which must be managed by on duty RSO or shooters themselves. All RSOs should be familiar with the operation and functioning of all firearms that they are liable to encounter on the range.

**Whenever a stoppage or malfunction occurs, RSOs must be particularly vigilant. With the exception of Active or Retired LEOs and CCW holders with current credentials, under no circumstances should a loaded firearm be permitted to leave the range.**



## APPENDIX A

### *Emergency Response Sheet/Checklist*

Effective Date: \_\_\_\_\_

### **Emergency Communication 911**

#### **Immediate Response for Injuries or Illness:**

- Call a cease fire immediately and issue the command to unload, clear, and bench/rack all firearms.
- Identify one of the RSOs or other responsible person to secure the gear of the injured person.
- Identify one of the RSOs or other responsible person to notify emergency services via 911 and provide the following information:
  1. Specific location of incident with directions
  2. Telephone number that you are calling from
  3. Your name
  4. What happened and possible hazards for rescuers
  5. Number of people injured or ill
  6. Condition of people injured or ill
  7. First aid provided
  8. If the accident involves a gunshot injury the Donegal Police must be notified
- Station one of the RSOs or other responsible person to direct emergency services to the scene.
- Provide first aid until the emergency services arrive provided the injured party agrees.
- Assume implied permission if the injured is unconscious or unable to respond.
- Avoid dispensing any medicine unless directed to by emergency services over the telephone

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- Assign one of the RSOs to complete an Injury Report Form (if applicable) and keep a log of events and time relative to the injury or illness.

**APPENDIX B**

***Injury Report Form***

Name of Injured Party:

Address:

Telephone Number:

Date of Injury:  Time of Injury:

1. Describe the nature and extent of the injury (specify parts of body):

2. Describe how the injury occurred:

3. Describe first aid given:

4. First aid was provided by (include names and telephone numbers):

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5. Disposition (specify name of hospital, telephone numbers, time of transport, etc.):

6. Persons notified (relatives, Range Chairman, Chief Range Officer):

7. Location of incident:

8. Conditions prevalent at the time of the incident:

9. Witness statements: Interview witnesses separately.

A. Witness (Name, Address, and Telephone Number):

Statement Attached: Yes  No

B. Witness (Name, Address, and Telephone Number):

Statement Attached: Yes  No

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C. Witness (Name, Address, and Telephone Number):

Statement Attached: Yes  No

D. Witness (Name, Address, and Telephone Number):

Statement Attached: Yes  No

10. Notes and Comments:

11. Injury report completed by:

Name:

Title:

Date:

Signature:

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***Witness Statement***

Prepared By:

Address:

Telephone Number:

Date:

Time:

Statement:

## APPENDIX C

### *Officers of the Washington County Tactical Range*

**Manager and Chief Range Safety Officer (CRSO):**

Tredd Barton  
724-249-5112  
[tredd@washingtoncountyguns.com](mailto:tredd@washingtoncountyguns.com)

**Member Orientation Trainer / Maintenance Lead / RSO:**

Lee Rodgers  
208-590-3371  
[sregdor69@gmail.com](mailto:sregdor69@gmail.com)

**Range Secretary:**

Megan Bonus  
[megan@tredd.com](mailto:megan@tredd.com)